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Library Trustee Minutes 02/10/2009

Robbins Library Board of Trustees
Minutes
February 10, 2009

Call to Order

The meeting was called to order at 7:17 PM. Attending were trustees Heather Calvin, Katharine Fennelly, Kathryn Gandek-Tighe, Brigid Kennedy-Pfister, and Joyce Radochia. Also attending was the library director, Maryellen Loud.

Approval of Minutes

The minutes of the January 13, 2009 minutes were approved as read.

Communication

A thank you note from Cindy Diminture, the former assistant director, was read.

Invitations of the annual Legislative breakfast were distributed.

Community Time

No members of the community were in attendance.

Director's Report

The board reviewed the January Director's Report. Ms. Loud also reported on additional capital improvements which will be happening for the Library's facilities. Ms. Fennelly asked about the availability of funds to maintain the lights on the ramps for safety reasons.

Mid-Year Evaluation of Trustee and Administrative Goals

The Administrative goals of the library were reviewed by Ms. Loud. She hopes to continue to expand marketing the library through newspaper and e-mail. Providing adequate staffing of the library will become increasingly difficult with current job freezes. Services for older patrons included a new program in which high school students instructed them on computer and cell phone use. Particular note was made of how the Friends of the Robbins have become increasingly important in providing life long learning opportunities. Plans to preserve items in the Local History Room were moved forward by a successful grant application to survey the items. Options to generate revenue for the Fox Library are being aggressively pursued, including pursuit of rental options by Ms. Loud.

The Goals and Objectives of the Trustees were reviewed by the Trustees. The trustees agreed that it would be useful to increase their advocacy on behalf of the library. The programs put in place to recognize staff and

volunteers have been well received and will be maintained. Safety enhancements were also actively pursued in the last year including improved visibility of the crosswalk across Mass. Ave. and the removal of bushes at the corner of Library Way and Mass. Ave. The Trust Fund Policy analysis has been completed and will be removed from the list. The stewardship outreach plan was considered to need more work and become a priority.

Update of BY 2009 and 2010 Budget

The Director covered possible projections for the next fiscal year and potential cuts to this fiscal year. Due to fluctuating estimates of state aid, no firm figures were available.

Fundraising

Ms. Calvin, Ms. Fennelly, Ms. Gandek-Tighe and Ms. Loud will meet to discuss a fundraising plan which will dovetail with the long range plan.

A proposal from a local business to sell photographs of the Robbins as a fundraiser was discussed. Ms. Loud also suggested the possibility of selling the photographs on notecards. The number of photographs that would be sold was questioned, although notecards were considered a viable option. Ms. Loud will pursue this with the Friends of the Robbins to see if they have interest in this project.

Long Range Planning

Ms. Loud presented information from Nelinet, a potential provider of services for the long range planning process. The individual services they offer were considered for which would be most useful to the library. Ms. Loud discussed the potential advantages of a fresh perspective and an outside facilitator to the process, along with her willingness to also execute the process herself. Ms. Gandek-Tighe questioned how this would impact on the time of the library staff given that they are currently understaffed. A consensus was reached to handle as many tasks in house as possible, but to use an outside firm for a small number of items. The Trustees gave preliminary approval for \$4-5K pending consultation with the Trust Fund Liaison.

Preliminary Policy Update

Ms. Fennelly reviewed the current status of the Art Collection Policy. Input has been received on revisions, and the new document will be presented at the next meeting.

The Trust Fund policy will be reviewed in preparation for the next meeting.

A list of existing policies will be reviewed by the Director to determine which ones are in need of review. Those policies will be forwarded to the Trustees.

Author Program

Hallie Ephron will be speaking on February 23. A possible new e-mail option for alerting interested patrons about speakers is being explored.

Community Read

Ms. Loud reported that a committee to select the community read had been formed from a variety of sources. Books about the Sudanese boys in America are being considered with offers of cultural programming support from the South Sudanese Community Center in Arlington.

Other

Marianne Uttam will be retiring after fifteen years as head children's librarian. Ms. Gandek-Tighe made a motion for the Trustees to note with the presentation of a plant and Ms. Radochia seconded. The motion was approved.

The date of the next meeting will be March 10.

Adjournment

The meeting adjourned at 9:50 PM.